GPO

Log In

To log in, enter your email address and password in the fields provided. If you forget your password, or if this is your first time logging in to the new GPO Financial Document Repository website, use the "Request new password" link to request a new password via email. If you received an email notification to join the system, please use the "Create new account" link to set up your account. If you have forgotten which email you have registered with the system, please contact the Printing and Binding Deposit Account Assistance at **202.512.1189**.

Request New Password

If you forget your password, you can request to have it reset. Enter the email address you registered with and click the "E-mail new password" button. The system will automatically send you an email with a link that you can temporarily use to login to the system. Once logged in, you will have the opportunity to modify your user information and change your current system password. If you do not see a reply email, check your spam folder. The reply may have been tagged as "spam." If you do not receive this email, or if you do not remember the email address you used to register with the system, please contact the Printing and Binding Deposit Account Assistance at **202.512.1189**.

Adding Profile Data

When you first access your account, the system will require you to provide information about yourself and your agency. This information will only be used to support you in your use of the system. You will not be able to use any of the system functions until this information is provided.

Updating Account Information

You can view your current account information by clicking on the "My Account" link in the User Menu on the left hand side of the system. This account page will show your member information and alert you to any recent activity on your account. If you see any unusual activity, please report this to the GPO Deposit Account Administrator.

When the "Edit" tab is clicked, you can change your account information. This will allow you to change your email, current password, and profile information.

To modify your password, enter your old password once and the new password twice. The system will alert you if the new password is too easy to be guessed. The password must be eight characters in length and must contain at least one lowercase, one uppercase, and one number or special character.

To modify your email address, enter the new email address in the box provided. The system will not change your email address automatically. It will, instead, send an email to the current email address on file for your account. You must open this confirmatory email and follow the link before your new email address is activated.

View Statements

To view your deposit account statements, click on the "Accounts" link in the upper left corner of the site. The account search screen will appear. Enter the BAC or the name of the account. A drop down menu will appear to make your selection. Click on the selection to view the statements associated with that account.

Statements are available in the system dating from May 2009. You can change the date range on the report by either updating the date (format: YYYY-MM-DD), or by clicking in the date field and selecting one of the pre-defined dates. The dates can also be changed by clicking the left and right arrows of the date selector. The month or the year can be modified by using the drop down menu as well. Select a date by clicking on the day in the calendar. When the desired date is selected, Click "Apply."

Statements can be downloaded by selecting the "Download Results" link at the bottom of the page. This will download an Excel spreadsheet of the transactions in the current view.

Agency Administrator Role

View Statements

To view your deposit account statements, click on the "Accounts" link in the upper left corner of the site. The account search screen will appear. Enter the BAC or the name of the account. A drop down menu will appear to make your selection. Click on the selection to view the statements associated with the account.

Statements are available in the system dating from May 2009. You can change the date range on the report by either updating the date (format: YYYY-MM-DD), or by clicking in the date field and selecting one of the pre-defined dates. The dates can also be changed by clicking the left and right arrows of the date selector. The month or the year can be modified by using the drop down menu as well. Select a date by clicking on the day in the calendar. When the desired date is selected, Click "Apply."

Statements are downloadable by selecting the "Download Results" link at the bottom of the page. This will download an Excel spreadsheet of the transactions in the current view.

View Access

All access rights in the new Deposit Account system are based on a BAC. First, navigate to the BAC you would like to view by using the "My Accounts" link in the upper left hand corner. Click on the "Access" tab above the statement view.

This Access page has the following tabs:

- List: Show all of the access and revoke rights assigned to this BAC
- Invite User: Grant access to this BAC to a new email address
- Invitations: Show the list of email addresses for users granted access to this BAC but did not registered on the site
- Delegation Log: Show the history of invitations for this BAC.

List

This page will allow you to view the list of users with access to this BAC. Users with "View Only" access can only view statements. Users with "Administrator Access" can view and modify access to this BAC.

You can sort the list of users by clicking on either the "E-mail" or "Access" links at the top of the page. Clicking on the link once will sort the list in ascending order. Clicking on it again will change the sorting to descending. If you have the rights to modify a user's access level, you will see a "Revoke" option on the right side of their row. Clicking this link will remove their access to this BAC but will not delete their account from the system.

Invite User

This page will allow you to invite new users to have access to this BAC. Enter the email address of the person you would like to grant "View Only" access to the system and click the "Invite" button. An error is generated if the user already has access to this BAC. Once you click the "Invite" button, the system will check to see if the user already has an account with the system. If they do, the system will notify them, via email, and automatically add them to the list of users with access. If they do not, the system will send them a notification asking them to register with the site. This invitation will appear in the list until it expires, the user registers with the site, or the invitation is revoked.

All system invitations expire after 30 days if the user does not register.

Invitations

When a user is granted access to a BAC, the system first checks to see if they have an account with the system. If they do not, the system sends them an invitation to join the site. All such invitations will appear in the Invitations screen. These invitations will remain until the invitation expires, the user registers with the site, or the invitation is revoked.

You can sort the list of users by clicking on either the "E-mail" or "Access" links at the top of the page. Clicking on the link once will sort the list in ascending order. Clicking on it again will change the sorting to descending. If you invited the user, you will see a "Revoke" option on the right side of their row. Clicking this link will delete their invitation to this BAC.

View Delegation Logs

This screen shows a history of all user actions performed against the selected BAC. All invitations, invitation revocations, rights assignments, and rights revocations will be shown on this screen identifying the action, who initiated it, and the details of the action. If you see any unusual activity in this report, please notify the GPO Deposit Account Administrator at 202.512.1189.

Batch Adding Rights

The Batch Add Rights function allows users to grant access to multiple BACs for multiple users. To access this functionality, click on "Accounts" and then "Batch Add Rights" on the upper left side of the site. Select the set of BACs by clicking the appropriate BAC from the "Available BACs" select box and click the ">>" button to add them to the list of target BACs. If you make a mistake and want to remove a BAC from the target list, select the BAC and then click the "<<" button. You can also enter part of a BAC in the "Filter" box to filter the list of available BACs to only show accounts that include that text. To show all BACs again, simply delete the filter value. After the selection, provide the list of email addresses to the "Emails" text area. Email addresses should be entered one per line. Click the "Add" button to grant the new access levels.